

ADMINISTRATIVE SERVICES OFFICER

NATURE OF WORK IN THIS CLASS:

Administers a comprehensive administrative services program for a large department or agency.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the administrative services functions for the department including personnel and training, budget preparation, funds management, and procurement.

Develops, amends, and interprets administrative policies and procedures and other guidelines governing management services.

Confers with program administrators and other employees concerning the administrative needs and requirements of pertinent programs, policies, regulations and other guidelines.

Conducts management and personnel studies or survey to improve management services.

Coordinates the technical administration of management services with Personnel Office, Budget Office, Procurement Office and other agencies involved in the activities of the department.

Provides technical guidance to program administrators in securing and administering federal grants in aid; assures compliance with local and federal regulations and program guidelines.

Prepares correspondence and reports concerning the administrative operations of the department.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles, practices and techniques of public administration.

Ability to administer management services, including budget preparation and funds management, personnel management, procurement.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent program guidelines.

Ability to evaluate management services effectiveness and recommend or initiate changes in policies, procedures and program requirements to improve effectiveness.

Ability to work effectively with the public and employees.

ADMINISTRATIVE SERVICES OFFICER

Ability to communicate effectively, orally and in writing.

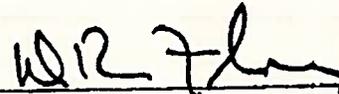
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of progressively responsible experience in management services work, and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral sciences, or related fields;
or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission